

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Assistance in Preparing Income Tax Returns

We are planning to sponsor the same type of assistance to employees in the preparation of income tax returns as was offered last year. That is, each administrative office at Office/Area Division level will be asked to designate an employee to assist in that component. Those so designated will receive two days of instruction from DSS and Agency personnel.

2. Recreation Association

Since the organizational meeting of the Directors of the newly-formed 25th Hour Recreation Association, planning has proceeded for developing fund-raising activities, for providing non-recreational services to attract a larger membership (discount ticket sales to athletic and cultural events, for example), and for conducting a membership drive. Because some time is needed to develop the program and publicity and in order to avoid over-lapping the month-long seat belt campaign, our target for opening the membership drive is 1 March 1964.

4. Christmas Program

Attendance at the religious services on 23 December was as follows:

Catholic	161
Protestant	103

The only person who attended the playing of the recording of The Messiah on Tuesday, 24 December, was a representative of the Benefits and Services Division.

5. Night Shift at

The Office of Logistics has advised us that about 20 employees at will be put on a night shift shortly. This change is being scheduled to give the employees concerned a two weeks' advance notice period during which to make necessary personal adjustments.

Distribution:

0 & 1 - Addressee

1 - D/Pers subj

1 - D/Pers chrono

OD/Pers/ : blh (30 December 63) Acting Director of Personnel